

**City of Chattanooga, TN**  
**Personnel Class Specification**

***CLASS CODE 1501***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: CREW LEADER**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform lead worker functions in the completion of work in building, custodial, and maintenance-related services.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Ensures the interior and exterior of assigned staff building(s) are properly cleaned and maintained, which includes disposing of trash, cleaning desktops, washing windows, replacing light bulbs, and other similar tasks.

Cleans floors, which may include vacuuming or dust mopping, sweeping, mopping, stripping, and buffing.

Uses various small machinery and equipment in the completion of duties, such as buffer, vacuum cleaner, wet/dry vac, leaf blower, and hand truck.

Washes sidewalks, steps, and external corridors of assigned building(s) using appropriate equipment.

Assists with set up and break down of signs, tables, chairs, and other furniture for special events.

Reports any building damage or wear to superior, assists with structural maintenance of building as necessary.

Manages inventory of cleaning supplies, and ensures stock is replenished as necessary.

Performs postal tasks for assigned building(s) including delivering mail to post office and taking stamp machine to the post office to be reset.

Removes and folds United States flag at the end of the day.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by vocational/technical training in building management preferred; supplemented by 2 to 4 months previous experience and/or training involving custodial supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a variety of reference data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, or toxic agents.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.